BURBANK POLICE DEPARTMENT
EMPLOYEE COMMENDATION

If you would like to commend an employee of the Burbank Police Department, please complete this form. You may either mail this form or return it to the Burbank Police Department. You may also commend an employee by writing a letter to the Chief of Police at P. O. Box 6459, Burbank, CA 91510-6459, or by email at policechief@ci.burbank.ca.us. Verbal commendations may be given to any supervisor or the watch commander. Your comments will be reviewed by the employee’s commanding officer and the commended employee.

The Burbank Police Department thanks you for your interest and for taking the time to complete this form.

Date of contact with employee _______________

Time of contact with employee _______________ ___ AM ___ PM

Location of contact (i.e. address, cross streets, or business name, etc.)______________________________________________________________
______________________________________________________________________________________________

Employee’s name, badge or serial number (if known)

Name
________________________________________

________________________________________

________________________________________

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________________________________________

________________________________________

What initiated your contact with the employee?

___ Police response to your call

___ Pick up property

___ Traffic stop

___ Visit a detective

___ Traffic collision

___ Visit/release a prisoner

___ Made a report at the police station

___ Witness at a police investigation

___ Other

What would you like to commend about the employee’s performance?

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Print your name__________________________________________ Signature______________________________

Address: ________________________________________________ City __________________ Zip code __________

Telephone Number (Home)___________ (Cell)_______________ E-mail ________________________________

C320-385 (9/10)